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Approved For Release 2001/03/26 : CIA-RDP78T04759A009800010084-8

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CENTRAL INTELLIGENCE AGENCY  
Directorate of Intelligence  
Imagery Analysis Service

IAS INSTRUCTION NO. 5-1

PUBLICATIONS  
May 1971

SUBJECT: Publication Policy for Imagery Analysis Memorandum

RECISSION: IAS Instruction No. 5-1, dated December 1968

The attached IAS/I 5-1 is a complete revision of IAS/I 5-1 dated December 1968. Minor changes have been made throughout to generally update the instruction. It sets forth both general guidance and specific instructions for preparing and disseminating Imagery Analysis Memoranda. It will be distributed to all analysts and supervisors for their retention and use. For further guidance, see the IAS Publications Officer.

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Distribution:  
All Employees

**Declassification Review by NIMA/DoD**

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## PUBLICATION POLICY FOR IMAGERY ANALYSIS MEMORANDA

Definition

An Imagery Analysis Memorandum is intended to convey significant imagery analysis information to a limited number of recipients at minimal cost. The IAM is distinguished from the IOM by increased comprehensiveness of analysis, importance of findings, and depth of research. The IAM will not be used to convey imagery analysis information which is fragmentary, negative, or related to a sensitive project such as a DDP project.

The IAM will be a self-contained paper with no addressee. As such, it can be easily sent to a variety of recipients without having to be rewritten. IAS managers will determine if the study would be of value to persons or organizations other than the requester. Such recipients will normally include NPIC/IEG and the National Data Base. They also may include other CIA production offices, CIA members of USIB committees, the ONE staff, other P.I. shops including [redacted] and selected additional recipients. Such recipients will be limited in number and selected on a case-by-case basis in the light of current CIA guidelines.

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Format

The IAM format was chosen with an eye to simplicity, professional appearance, low cost and flexibility of distribution. A standardized title and first page (designed along the lines of the CIA/DDI Intelligence Memoranda) are intended to enhance appearance and to clearly identify the source of the analysis and findings. This titling and identification will allow the document to stand by itself without a transmittal memorandum when entered into the National Data Base, and to be distributed under more than one transmittal memorandum without change. Except in cases posing unusually difficult reproduction problems, IAM's will be reproduced using IAS in-house resources.

1. Transmittal Memoranda. The transmittal memoranda for IAM's will be typed on plain letter size paper and will be non-substantive, so that they can be stamped with the SECRET classification. Transmittal memoranda for CODEWORD IAM's must be bound under the candy-striped cover sheet, but do not need to be CODEWORD themselves.

In most circumstances, all CIA and NPIC dissemination will be accomplished with a single transmittal memorandum prepared as shown in Example 1. It is addressed to the principal recipient (usually

the requester) and shows additional recipients as a distribution list at lower left. Divisions should feel free to adjust the memorandum treatment to suit the needs of the case, however, and to write separate memoranda to different recipients when appropriate. Each transmittal memorandum prepared must carry a new division chronology number.

Dissemination to U.S. recipients outside CIA and NPIC should be accomplished by separate transmittal memoranda drafted by the responsible division, as shown in Example 5.

Copies of IAM's for microfiche and insertion into the National Data Base will be transmitted to NPIC/PSG/AID without transmittal memoranda.

2. Text. The original copy of the IAM will be typed on paper with pre-printed classifications, but without pre-printed letterheads. Additional copies will be xeroxed. Letter-size paper is preferred, but legal size is acceptable when needed.

a. Title and Summary. The first page of each IAM will be prepared as shown in Example 6. If possible, an IAM should begin with a summary containing the major image-derived information and conclusions. The degree of confidence, as well as any limiting factors, should be indicated.

b. The Handling of Introductions. The purpose of an introduction, when it is used, is to introduce the subject matter of a study and to provide needed background information for discussion of details. It should be limited to describing, as needed, things like the purpose or method of the study, target identification, location, environment, related installations, mensuration or photographic limitations, and other background. The amount of introductory information and the way to handle it will vary with different types and sizes of IAM's. Often such information can and should appear at the beginning of the discussion or in other pertinent places in the discussion, and not as a formal introduction. At the discretion of the division, however, a formal introduction may be used if the introduction is particularly lengthy or essential to a good understanding of the study.

c. Discussion. The discussion will contain the detailed imagery analysis, presented in a series of unnumbered paragraphs with headings and subheadings inserted where appropriate (see Example 6). If preceded by a summary or introduction or both, it should either be headed with the word "Discussion," or should start with a substantive heading.

d. References. A reference page is optional. It should be used only when photography and documents cannot be sufficiently or easily referenced as part of the text, as footnotes, or on the graphics. Requirement and project numbers appear in the transmittal memorandum and need not be referenced in the IAM.

3. Photographs, Drawings, Maps, Charts, Graphs and Tables. Circumstances will govern the handling of these items. They should be assigned figure or table numbers and may be incorporated within the text of the IAM if this is considered to be of significant advantage to the reader. In most cases, however, it will be simpler for IAS and just as helpful to the reader to fasten these items to the IAM as attachments. In either case, they should be prepared like report graphics, with page numbers if incorporated in text and without page numbers if listed as attachments. Figures or tables (listed as attachments) of more than one page must show the total number of pages on the first page under the control number.

In preparing these items, attention should be given to the convenience and ease of reproducing them on IAS equipment. Drawings, maps, charts, graphs, and tables will normally be xeroxed. Copies of photographs will normally be made using IAS Ektamatic equipment, although the NPIC photo lab may be used if necessary or more desirable for some reason. Needs for other types of reproduction will be handled on a case-by-case basis.

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IAS/I 5-1  
Example 1

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Sample Transmittal. Place under proper control cover sheet.

IAS/Division-000/71  
15 May 1971

MEMORANDUM FOR: Chief, Theater Forces Division, OSR

ATTENTION:

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THROUGH: Chief, Requirements Branch, Reconnaissance Group, IRS

SUBJECT: Transmittal of Imagery Analysis Memorandum

REFERENCE: (a) Requirement No. SR8-000/71, 15 April 1971  
(b) IAS Project No. 050000

1. The enclosed memorandum, [ ] has been prepared in response to the referenced requirement. This requirement is now considered to have been fulfilled. (Or - This is a partial response to the requirement.)

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2. Questions regarding the information contained in this study may be directed to the imagery analyst, [ ] of the Air and Naval Branch/Military Division on extension [ ]

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HOWARD STOERTZ, JR.  
Director  
Imagery Analysis Service

Enclosure:  
As stated

Distribution:

Orig - Addressee

- 1 - IRS [ ]
- 1 - ODir/IAS
- 1 - Division/IAS
- 1 - CD/OSR [ ]
- 1 - NPIC/IEG [ ]
- 1 - GD/OBGI [ ]

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Example 2

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Sample Transmittal. Place under proper control cover sheet which is to be addressed to [redacted] Do not refer to system designations such as TCO, TCS Number, etc. Do not include "Distribution" on copies to addressee.

IAS/Division-000/71  
15 May 1971

MEMORANDUM FOR: [redacted]

SUBJECT: Transmittal of Imagery Analysis Memorandum

The enclosed memorandum was prepared in response to an internal CIA request. We think, however, that it may be of interest to our colleagues [redacted] and we invite any comments they may wish to make. Please be advised that the memorandum reflects the views of IAS alone and has not been coordinated with other components of CIA.

Enclosure:  
As stated

Distribution:  
Orig & 2 - Addressee  
1 - Division/IAS

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Example 3

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Sample Transmittal. Place under proper control cover sheet. Do not refer to system designations such as TCO, TCS Number, etc. Do not include "Distribution" on copies to addressee.

IAS/Division-000/71  
15 May 1971

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MEMORANDUM FOR:

SUBJECT: Transmittal of Imagery Analysis Memorandum

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The enclosed memorandum was prepared in response to an internal CIA request. We think, however, that it may be of interest to our photo interpretation colleagues [redacted] and we invite any comments they may wish to make. Please be advised that the memorandum reflects the views of IAS alone and has not been coordinated with other components of CIA.

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Enclosure:  
As stated

Distribution:  
Orig - Addressee  
1 - Division/IAS

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Example 4

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Sample Transmittal. Place under proper control cover sheet which is to be addressed to [redacted] Do not refer to system designations such as TCO, TCS Number, etc. Do not include "Distribution" on copies to addressee.

IAS/Division-000/71  
15 May 1971

MEMORANDUM FOR: [redacted]

SUBJECT: Transmittal of Imagery Analysis Memorandum

The enclosed memorandum was prepared in response to an internal CIA request. We think, however, that it may be of interest to our colleagues [redacted] and we invite any comments they may wish to make. Please be advised that the memorandum reflects the views of IAS alone and has not been coordinated with other components of CIA.

Enclosure:  
As stated

Distribution:  
Orig - Addressee  
1 - Division/IAS

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[REDACTED]

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Example 5

Sample Transmittal. Place under proper control cover sheet. Do not include "Distribution" on copies to addressee.

IAS/Division-000/71  
15 May 1971

MEMORANDUM FOR: (U.S. Organization Outside CIA and NPIC)

ATTENTION: [REDACTED]

SUBJECT: Transmittal of Imagery Analysis Memorandum

1. The enclosed memorandum, [REDACTED] was prepared in response to an internal CIA request. We think, however, that it may be of interest to your organization, and we invite any comments you may wish to make. Please be advised that the memorandum reflects the views of IAS alone and has not been coordinated with other components of CIA.

2. Questions or comments should be directed to the imagery analyst, [REDACTED] of the Air and Naval Branch/Military Division of IAS on code 143, extension [REDACTED]

HOWARD STOERTZ, JR.  
Director  
CIA Imagery Analysis Service

Enclosure:  
As stated

Distribution:  
Orig - Addressee  
1 - Division/IAS

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Example 6

Sample Text Format.

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CENTRAL INTELLIGENCE AGENCY  
Directorate of Intelligence  
Imagery Analysis Service

IMAGERY ANALYSIS MEMORANDUM

SUBJECT: The Title Should Be Initial Caps and Underlined

Summary

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-----.

Introduction

(A formal introduction should be used only when essential to understanding.)

Discussion

(or the first of a series of substantive headings)

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Revised: May 1971

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Example 6 (continued)

Heading

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Subheading.

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Subheading.

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Heading

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Attachments: \*  
2 Figures  
1 Table

\* Listing of attachments must appear on last page of IAM.

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